

## Q. MS-Excel is used for what types of works by different users?

Ans:- Microsoft Excel is a spreadsheet program. That means it's used to create grids of text, numbers and formulas specifying calculations. That's extremely valuable for many businesses, which use it to record expenditures and income, plan budgets, chart data and succinctly present fiscal results.

It can be programmed to pull in data from external sources such as stock market feeds, automatically running the data through formula such as financial models to update such information in real time. Like Microsoft Word, Excel has become a de facto standard in the business world, with Excel spreadsheets frequently emailed and otherwise shared to exchange data and perform various calculations.

Excel also contains fairly powerful programming capabilities for those who wish to use them that can be used to develop relatively sophisticated financial and scientific computation capabilities.

There are some important uses of Excel by different users:-

### 1. Data entry and storage

At its most basic level, Excel is an excellent tool for both data entry and storage. In fact, an Excel file's size is only limited by your device's computing power and memory. Worksheets can contain at most 1,048,576 rows and 16,384 columns. So obviously Excel can store a lot of data. Not only that, features such as Data Form make it easy for data to be inputted and viewed, where users can create customized data entry forms tailored for their specific business needs. This can be used to build and maintain customer mailing lists or employee work shift lists.

### 2. Collection and Verification of Business Data

Businesses often employ multiple systems (i.e CRM, inventory) each with its own database and logs. All of which can be exported into Excel for easy access. The program can also be used to clean up data, by removing incomplete or duplicate entries; eliminating such data from the beginning is necessary as it can impact later analysis and reporting.

### 3. Administrative and managerial duties

One aspect of managerial duties is creating and outlining business processes. This aids in process optimization and is an effective tool for organizing procedures and scenarios. Excel offers tools that allow users to create flow charts, which can include text, pictures, and animations.

### 4. Accounting and budgeting

Excel even includes accounting and budgeting templates for easy use. From there the software's built in calculating and formula features are available to help you organize and synthesize results.

### 5. Data Analysis

So you've been dumped with a giant pile of data and charged with drawing insights from it. Not to worry as Excel can also help you manage and synthesize clear communicable results from it. One of the best features to do this is called Pivot Tables. They allow users to consolidate and focus on certain segments of data from a large data set, creating concise snapshots that can be used as an interactive summary report. By applying filters or swapping out data segments, the table can be effortlessly changed to display desired data fields.

### 6. Reporting + Visualizations

Data from both raw data sets and Pivot tables can even be used create charts and graphs. Which can be used for formal reports, presentations, or aid in one’s data analysis. As they can provide another perspective on trends and performance. Excel again offers a variety of ready-made chart templates but also allows users to fine-tune details such as colors, axis values, and text comments. Visual reporting can be used in all sectors of business. For instance, marketing teams can use a column chart to report the efficacy of an ad campaign over time and compare it to previous campaigns.

## 7. Forecasting

While reporting and reviewing results is an important aspect of any business, forecasting and being prepared for various scenarios and changes is just as vital. Excel in conjunction with a third-party software can be used when simulating financial projections by using past data. Excel can also use a chart’s data set to create a formula which can be used to calculate future values.

### Q. Explain the features of Auto Filter ? Explain one Logical, Arithmetical and String Function with examples.

Ans:- **Auto Filter**:- It is a utility command of excel by which we can select group of records according to a chosen condition on any field or fields.

Follow these steps to apply an AutoFilter:

- Select the data you want to filter.
- Click Data > Filter.

Product	Category	Unit Price	Qty	Amount
Camembert Pierrot	Dairy Products	₹ 34.00	10	₹ 340.00
Fløtemysost	Dairy Products	₹ 21.50	24	₹ 516.00
Gnocchi di nonna Alice	Grains/Cereals	₹ 38.00	32	₹ 1,216.00
Gorgonzola Telino	Dairy Products	₹ 12.50	16	₹ 200.00
Gudbrandsdalsost	Dairy Products	₹ 36.00	37	₹ 1,332.00
Gustaf's Knäckebröd	Grains/Cereals	₹ 21.00	20	₹ 420.00
Mascarpone Fabioli	Dairy Products	₹ 32.00	14	₹ 448.00
Mozzarella di Giovanni	Dairy Products	₹ 34.80	30	₹ 1,044.00
Queso Cabrales	Dairy Products	₹ 21.00	30	₹ 630.00
Queso Manchego La Pastora	Dairy Products	₹ 38.00	45	₹ 1,710.00
Raclette Courdavault	Dairy Products	₹ 55.00	16	₹ 880.00
Ravioli Angelo	Grains/Cereals	₹ 19.50	20	₹ 390.00
Singaporean Hokkien Fried Mee	Grains/Cereals	₹ 14.00	44	₹ 616.00
Wimmers gute Semmelknödel	Grains/Cereals	₹ 33.25	33	₹ 1,097.25
14 product(s)			Total amount	₹ 10,839.25

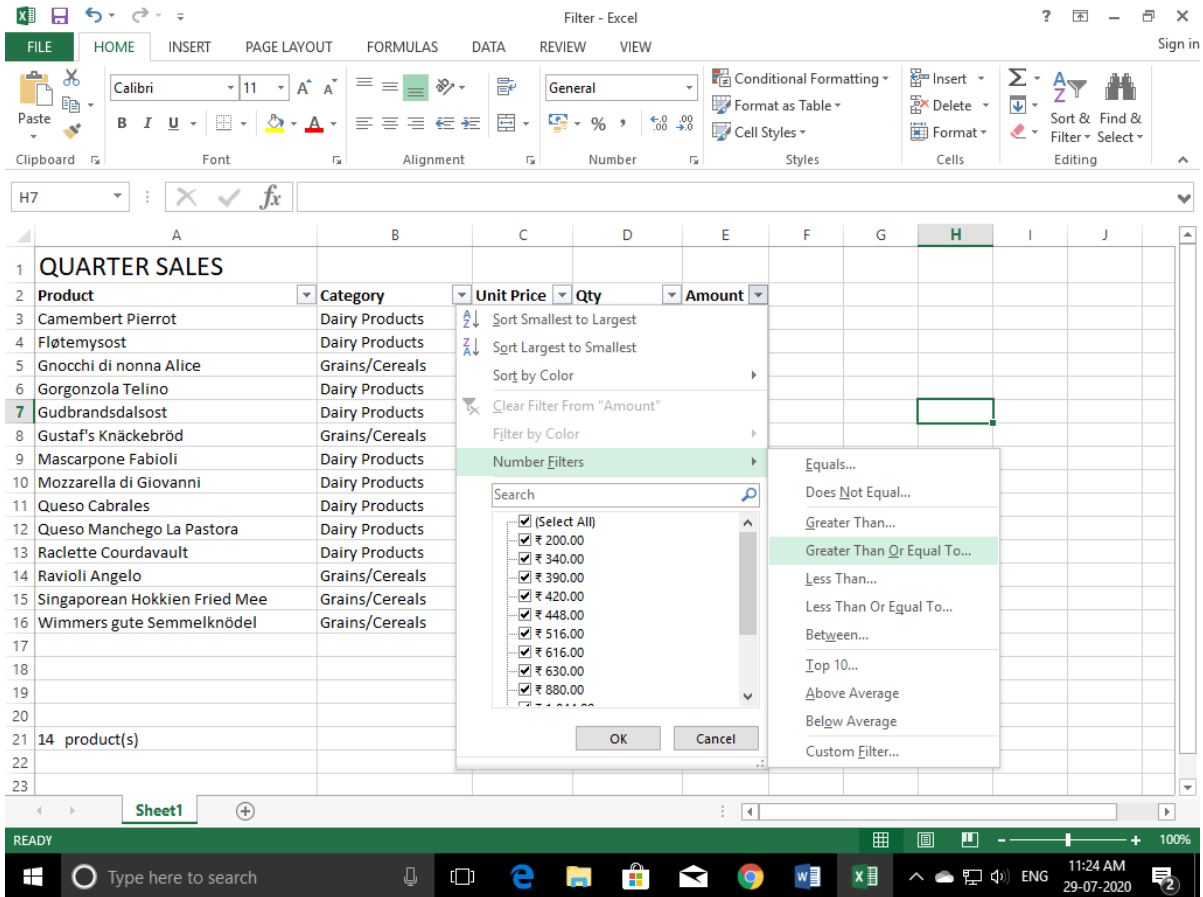
- Click the arrow Filter arrow in the column header Category and Click on Dairy Products. Then OK.

The screenshot shows an Excel spreadsheet titled "Filter - Excel" with the following data:

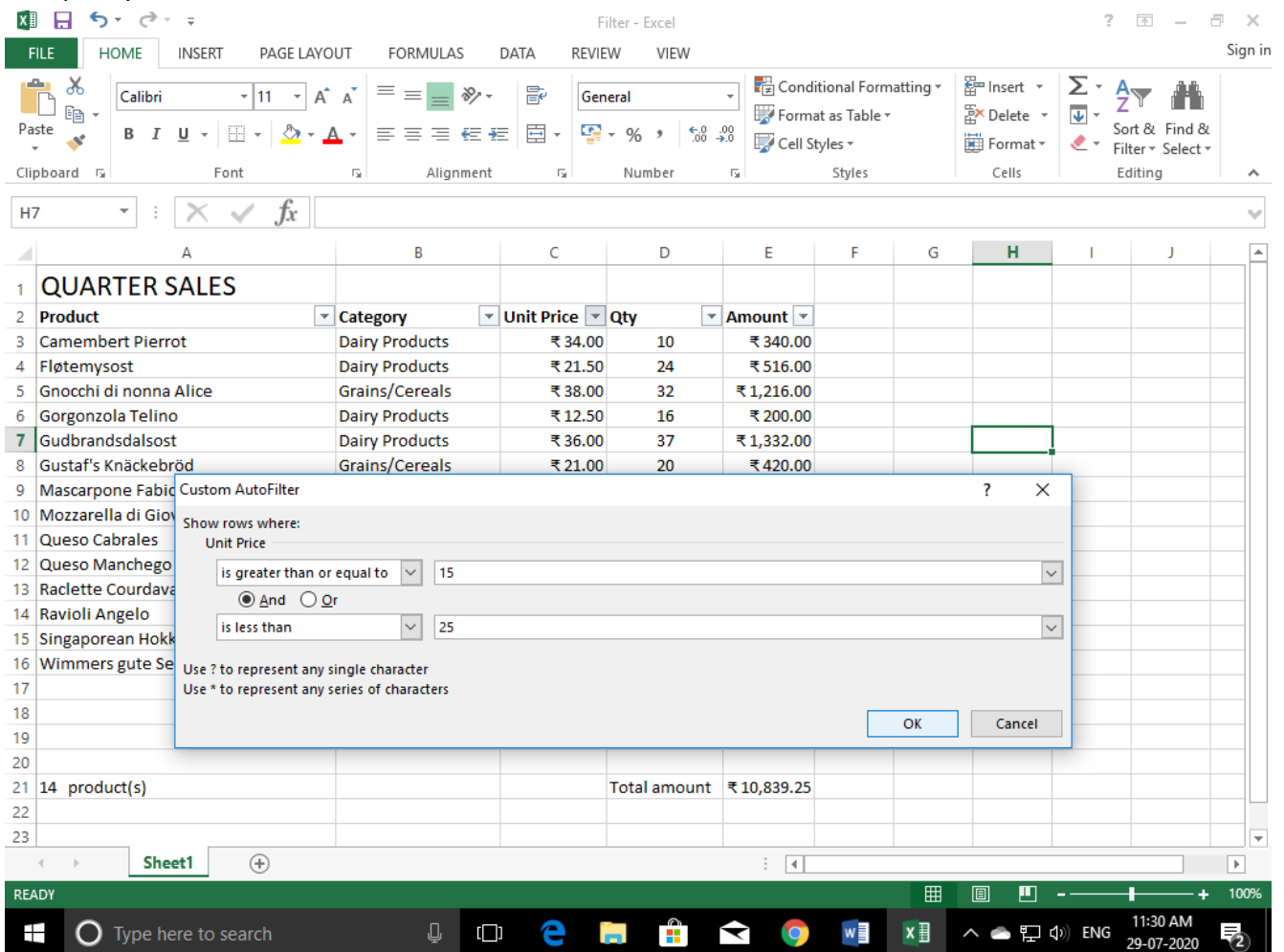
Product	Category	Unit Price	Qty	Amount
Camembert Pierrot	Dairy Products	₹ 34.00	10	₹ 340.00
Fløtemysost	Dairy Products	₹ 21.50	24	₹ 516.00
Gorgonzola Telina	Dairy Products	₹ 12.50	16	₹ 200.00
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Mozzarella di Bufala	Dairy Products	₹ 34.80	30	₹ 1,044.00
Queso Cabrales	Dairy Products	₹ 21.00	30	₹ 630.00
Queso Manchego	Dairy Products	₹ 38.00	45	₹ 1,710.00
Raclette Courdaunaise	Dairy Products	₹ 55.00	16	₹ 880.00
Total amount				₹ 10,839.25

The status bar at the bottom indicates "READY 9 OF 14 RECORDS FOUND". The taskbar shows the system time as 11:22 AM on 29-07-2020.

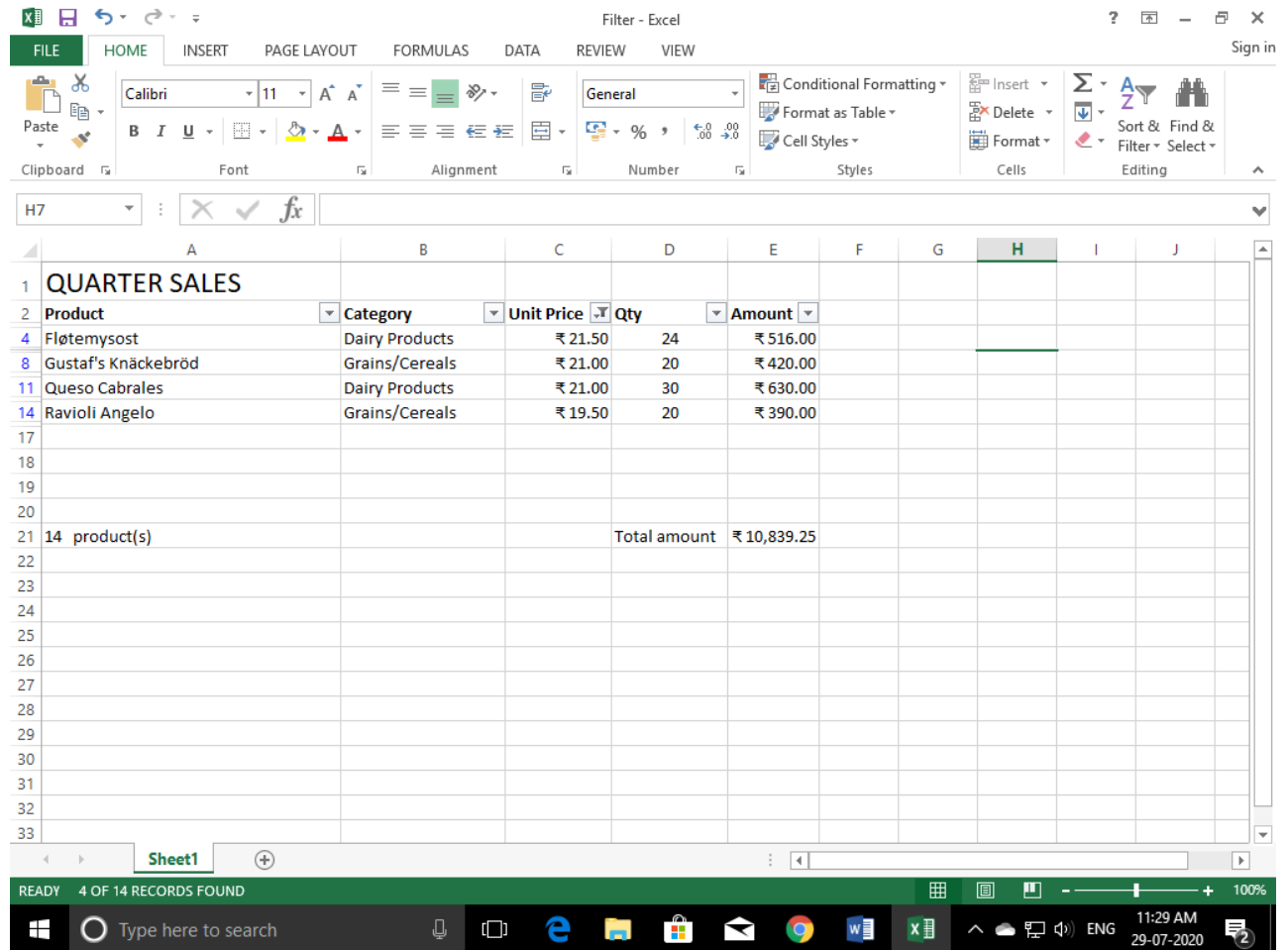
- You can also perform custom filter on any condition also as:-



Let specify as:-



Click OK, you can see the results as:-



- Choose specific values: Uncheck (Select All) to clear all of the check boxes, and then check the boxes for the specific value(s) you want to see.

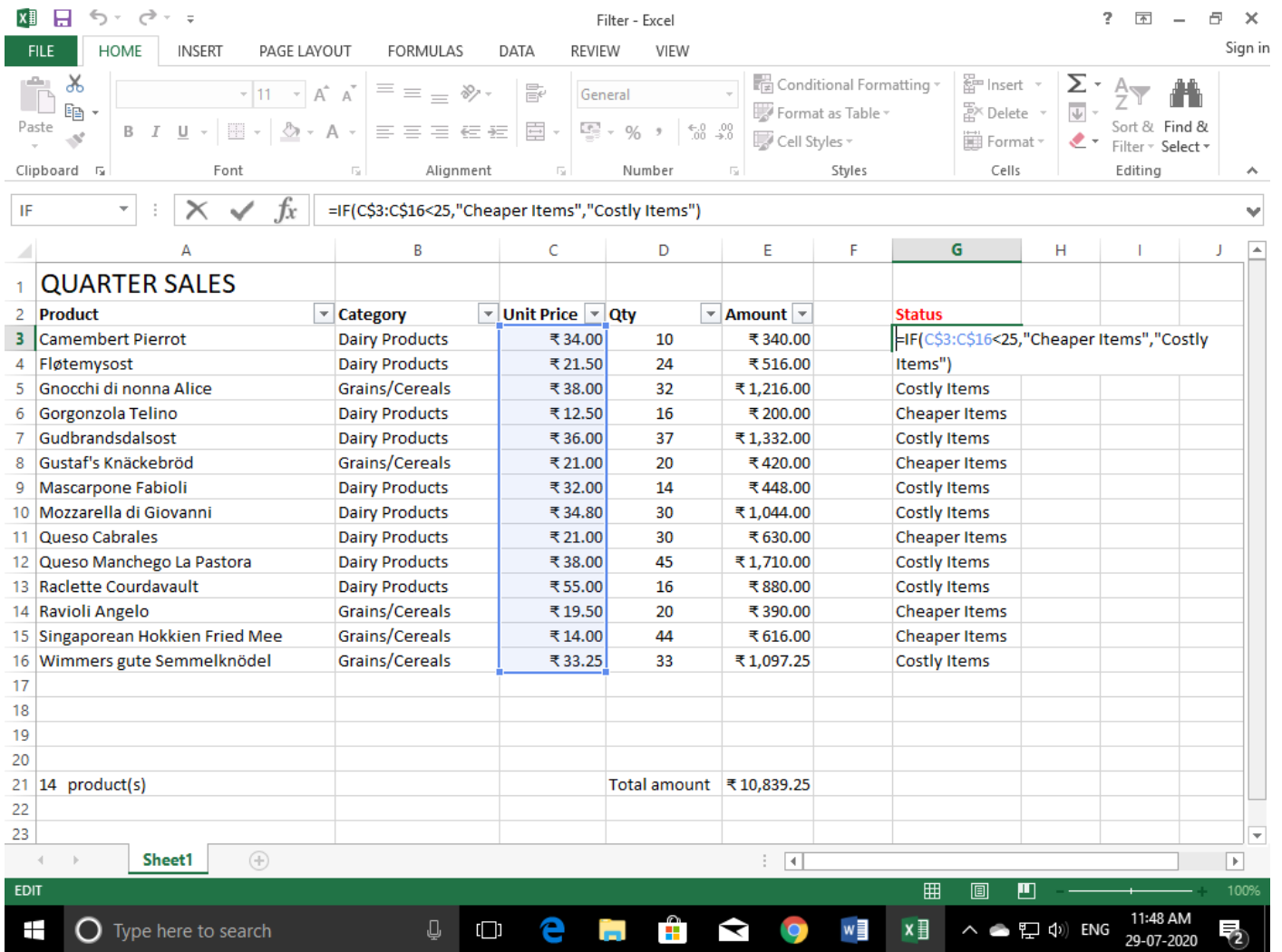
Logical Function:-

=IF(Condition, Statement\_IF\_TRUE, Statement\_IF\_FALSE)

Example: All Items having Price Greater than 25 is Costlier Items and Less than 25 is Cheaper Items.

=if(E3>25, "Costlier Items", "Cheaper Items")

This can be applied on a range of cells also as in following worksheet:-



=IF(C\$3:C\$16<25,"Cheaper Items","Costly Items")

Here \$ is assigned to fix the reference of **Rows** in cell address to fixed(absolute), so that on dragging the formula, all rest cells got correct results.

### Arithmetical Function:-

There are many Statistical and Mathematical functions that are known as arithmetical functions such as =SUM(), =AVERAGE(), =A1+B1+C1

Example:-

The screenshot shows an Excel spreadsheet titled "Filter - Excel". The ribbon is set to "FORMULAS". The formula bar displays the formula `=SUM(E3:E16)`. The spreadsheet contains the following data:

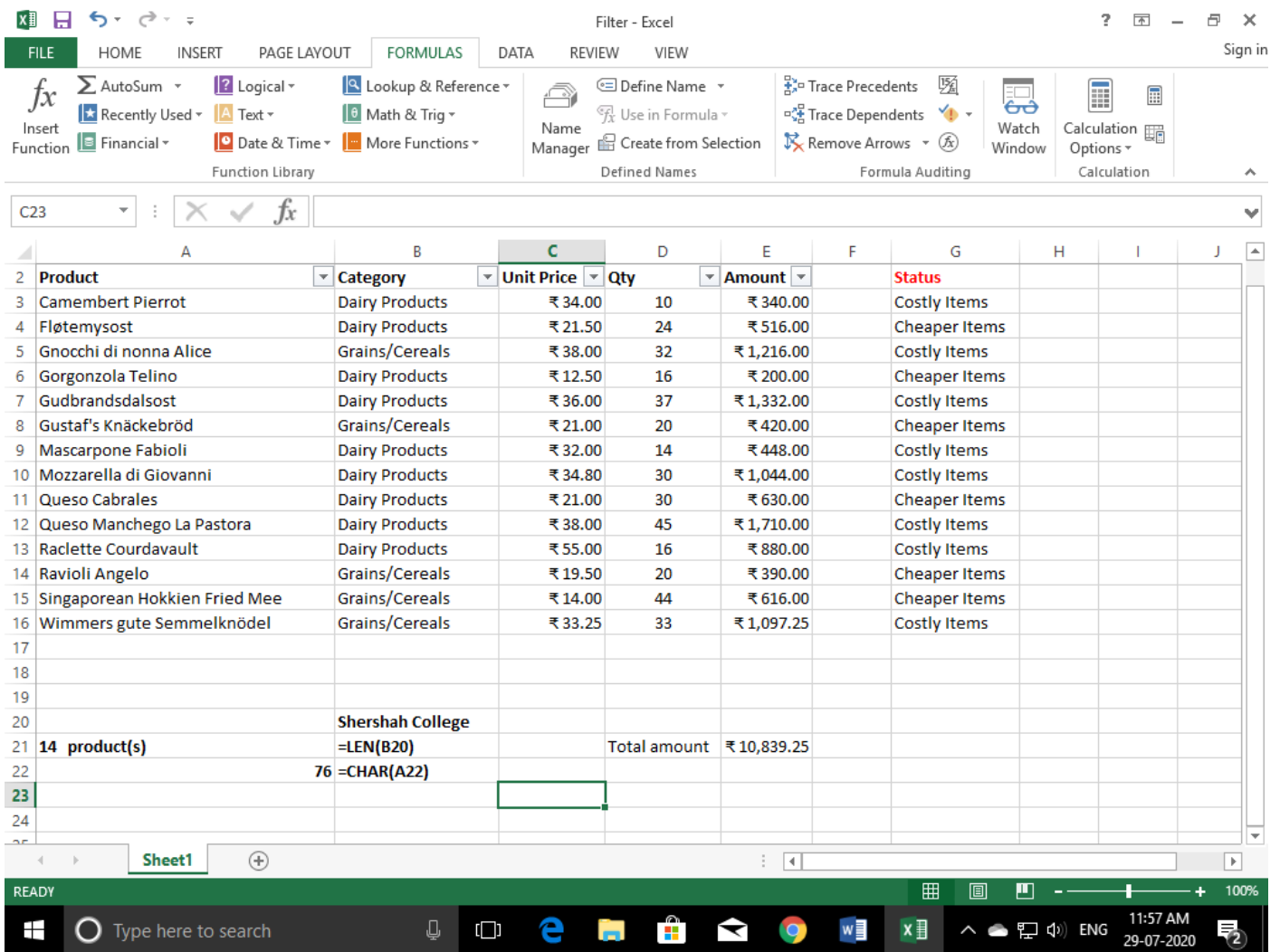
Product	Category	Unit Price	Qty	Amount	Status
Camembert Pierrot	Dairy Products	₹ 34.00	10	₹ 340.00	Costly Items
Fløtemysost	Dairy Products	₹ 21.50	24	₹ 516.00	Cheaper Items
Gnocchi di nonna Alice	Grains/Cereals	₹ 38.00	32	₹ 1,216.00	Costly Items
Gorgonzola Telino	Dairy Products	₹ 12.50	16	₹ 200.00	Cheaper Items
Gudbrandsdalsost	Dairy Products	₹ 36.00	37	₹ 1,332.00	Costly Items
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Wimmers gute Semmelknödel	Grains/Cereals	₹ 33.25	33	₹ 1,097.25	Costly Items
14 product(s)			Total amount	=SUM(E3:E16)	

### String Function:-

=LEN("String") calculates the Length of the String.

=CHAR(number) gives ASCII character of the number.

Examples:-



On Uncommenting both formulas we got the result as:-



Filter - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Sign in

fx Insert Function

AutoSum Logical Lookup & Reference Recently Used Text Math & Trig Financial Date & Time More Functions

Name Manager Define Name Use in Formula Create from Selection

Trace Precedents Trace Dependents Remove Arrows

Watch Window Calculation Options Calculation

C24

	A	B	C	D	E	F	G	H	I	J
2	<b>Product</b>	<b>Category</b>	<b>Unit Price</b>	<b>Qty</b>	<b>Amount</b>		<b>Status</b>			
3	Camembert Pierrot	Dairy Products	₹ 34.00	10	₹ 340.00		Costly Items			
4	Fløtemysost	Dairy Products	₹ 21.50	24	₹ 516.00		Cheaper Items			
5	Gnocchi di nonna Alice	Grains/Cereals	₹ 38.00	32	₹ 1,216.00		Cheaper Items			
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8	Gustaf's Knäckebröd	Grains/Cereals	₹ 21.00	20	₹ 420.00		Cheaper Items			
9	Mascarpone Fabioli	Dairy Products	₹ 32.00	14	₹ 448.00		Costly Items			
10	Mozzarella di Giovanni	Dairy Products	₹ 34.80	30	₹ 1,044.00		Costly Items			
11	Queso Cabrales	Dairy Products	₹ 21.00	30	₹ 630.00		Cheaper Items			
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16	Wimmers gute Semmelknödel	Grains/Cereals	₹ 33.25	33	₹ 1,097.25		Costly Items			
17										
18										
19										
20		Shershah College								
21	14 product(s)		16	Total amount	₹ 10,839.25					
22		76 L								
23										
24										

Sheet1

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That's all today. Thanks.